

ENVIRONMENTAL PROTECTION AGENCY, REGION 2
Division of Environmental Planning and Protection

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

FUNDING OPPORTUNITY TITLE: 2010 Indoor Environments: Reducing Public Exposure to Indoor Pollutants

ACTION: REQUEST FOR APPLICATIONS (RFA)

ANNOUNCEMENT TYPE: Initial

FUNDING OPPORTUNITY NUMBER: EPA-R2-DEPP-RIAB-03-2010

CATALOGUE OF FEDERAL ASSISTANCE (CFDA) NUMBER: 66.034 - Surveys, Studies, Investigations, Demonstrations and Special Purpose Activities Relating to the Clean Air Act)

Dates: The closing date and time for receipt of application submissions, regardless of mode of submission, is **May 10th, 2010, 5:00 p.m., Eastern Standard Time(EST)**. Applications may be submitted by hard copy, via U.S. mail/commercial delivery service or can also be submitted electronically via email. **Mail submissions must be postmarked by the closing date of May 10th, 2010.** Electronic submissions must be addressed to Mehta-Sampath.Ameesha@epa.gov and include the “Announcement title or #” – [name of applicant] in the subject line and be received by May 10th, 2010, 5:00 p.m., EST in order to be considered for funding. **LATE APPLICATIONS WILL NOT BE CONSIDERED.** It is anticipated that final selections will be made by **May 24th, 2010**. Anticipated award date is **October 1, 2010**.

SUMMARY

EPA Region 2’s Radiation and Indoor Air Branch (RIAB) is soliciting multi-year (up to 4 years) applications from eligible entities (described in **Section III.A** of this announcement) for assistance agreements. The applications must support demonstration, training, outreach and/or education grants that reduce exposure to indoor air pollutants and yield measurable environmental outcomes in the home or schools or an integration of both. Projects that address areas of greatest need, including environmental justice/underserved communities, where the most risk reduction can be achieved in children, are of greatest priority. The applications from eligible organizations will go through a competitive selection process as outlined later in this document. Organizations whose applications are selected will be invited to submit a full application package. Funds will be awarded to successful applicants as grants under the authority of Section 103(b) (3) of the Clean Air Act.

All projects funded under this RFA must be carried out in one or more of the Region 2’s states and/or territories: New Jersey, New York, Puerto Rico and the U.S. Virgin Islands.

FUNDING/AWARDS

Region 2 anticipates awarding **up to 3 applications** with a project period of up to four years, ranging from \$25,000- \$50,000 per year, depending on availability of funds, quality of applications and performance. The total estimated amount of all awards under this RFA is approximately \$300,000 to \$500,000 over a 4 year period. **For Fiscal Year 2010 (FY11), there is an estimated \$75,000 funding available under this competitive opportunity to eligible organizations who meet the threshold criteria.** Funding will be provided incrementally on an annual basis, subject to funding availability and performance acceptability. However, the number of awards and the dollar amount of each award will vary depending upon the Agency's resource availability, priorities, and quality of applications. There is no matching funds requirement for these agreements. **Applications for funds in excess of \$50,000 total for any one year will not be reviewed.** The suggested start date for the project is **October 1, 2010.** **Please note, based on the availability of funds and the quality of applications, EPA reserves the right to award no grants under this Request for Applications (RFA).**

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

The goal of EPA's Indoor Environments Program is to improve indoor air quality (IAQ) and to reduce associated human health risks caused by pollutants in the indoor environment. This is accomplished by increasing public awareness and understanding of the potential health risks related to indoor air pollutants commonly found in homes and schools, as well as by promoting appropriate voluntary practices and risk reduction actions by the public and key stakeholders. Comparative risk studies performed by EPA and its Science Advisory Board have ranked indoor air pollution among the top five environmental risks to public health. Children may be especially vulnerable to these health effects particularly early in childhood development. EPA estimates that indoor levels of many pollutants are typically 2-5 times, and occasionally more than 100 times, higher than outdoor levels. These levels raise concern because it is estimated that most people spend approximately 90% of their time indoors.

An estimated 20 million people in the United States have asthma, including 6 million children. The number of children with asthma has more than doubled since 1980. In addition, there are disturbing and significant racial and ethnic disparities in asthma morbidity and mortality in the

U.S. African-Americans continue to have higher rates of asthma emergency room visits, hospitalizations, and deaths than Caucasians. However, in Region II, according to 2008 data from the U.S. Centers for Disease Control and Prevention's Behavior Risk Factor Surveillance System (BRFSS), the adult lifetime asthma prevalence rate for Puerto Rico is 15.2%, including extremely high rates of emergency room visits and high asthma mortality in children. Rates for New York, New Jersey and Virgin Islands are 14.1%, 12.8% and 8.3%, respectively. In 2004, the Puerto Rico Veterans Hospital conducted a study of 6000 public and private school students to assess the current prevalence of asthma in schools. Parents of children in public schools and private schools reported similar rates of a physician having previously diagnosed asthma in their children (43.2% versus 39.4%); however, significantly more children in public schools were reported to still have asthma at the time of the survey (32.5% vs. 23.7%).

With respect to schools, the U.S. Department of Education's National Center for Education Statistics stated in 1999 that 43 % of America's public schools reported at least one unsatisfactory environmental condition (e.g. lighting, heating, ventilation, IAQ, and noise control to name a few.) Approximately 25 % of public schools reported that ventilation was unsatisfactory and 20 % for IAQ. Further reports from the U.S. Government Accountability Office (GAO) indicate that public elementary and secondary schools need guidance on how to better manage their indoor environments. Problems are often related to improper ventilation, deferred maintenance, and poor design, construction and renovation practices. Poor IAQ in schools can impact the health and comfort of students and staff, which in turn can affect concentration, attendance and student performance.

Thus one of EPA's goals is to ensure that good IAQ Management Practices are used in urban suburban, rural, and tribal K-12 public and private schools and to promote holistic approaches that help schools address the entire range of environmental issues they face.

The major work of these grants will be to educate children with asthma, their parents and/or primary care givers, and others with asthma, on identifying and reducing environmental triggers in the home, schools and childcare centers, especially in environmental justice/underserved communities. In addition, these grants will also work to increase the number of schools with effective indoor air quality management practices and plans based on, or consistent with, *IAQ Tools for Schools*.

Under this announcement, EPA Region 2 will fund demonstration, training, outreach and/or education projects that are expected to achieve environmental results in one or more indoor air quality priority areas as outlined in Table 2. **Applications may address more than one area.** Proposed projects that do not address at least one of the IAQ priority areas identified in Table 2 will be disqualified and will not be considered for funding.

B. Scope of Work

Applications must address one or more of the following areas and any specific requirements that apply to applications in those areas as stated below. Applications that fail to address at least one of the priorities will not be reviewed.

- 1. Indoor Environmental Asthma Triggers - Education and Exposure Reduction:** The goal of these projects is to decrease the number of asthmatics exposed to indoor environmental triggers; to educate parents and caretakers on indoor triggers and actions to reduce them; and, to educate individuals on the environmental management of asthma so they can counsel people with asthma on actions to reduce triggers in indoor environments. Projects should address environmental tobacco smoke (encourage and motivate residents who smoke to make homes and cars smoke-free to reduce exposure to secondhand smoke); chemicals and indoor contaminants (pesticides, volatile organic compounds, cleaning supplies, and products of combustion like nitrogen dioxide); and other asthma triggers including mold, dust mites, pet dander and cockroaches. The emphasis on training healthcare professionals, community workers, and other trained health care providers should stress the importance of integrating environmental management into asthma care. In addition, emphasis should also be on providing a program in which health educators or peers provide education to families on identifying and managing indoor asthma triggers.

Priorities include children and environmental justice/underserved communities, as well as projects which are integrated into a comprehensive asthma management approach.

To learn more about best practices for indoor environmental asthma trigger management, see <http://www.epa.gov/asthma/index.html>,

- 2. Healthy School Environments:** The goal of these projects is to reduce school occupant exposure to indoor air pollutants and asthma triggers. Additionally, it is also to increase the number of primary and secondary schools with effective indoor air quality management practices and plans based on, or consistent with, *IAQ Tools for Schools*. Effective plans comprise a set of actions shown to have a significant effect on improving indoor air quality and reducing associated adverse environmental health impacts such as asthma attacks. Priorities include urban and rural (including tribal) schools which may have significant indoor air quality and infrastructure problems and substantial resource challenges. Improving IAQ in these schools will likely have a relatively greater impact on air quality, risk reduction and therefore on health effects of students and staff.

The major work of these grants is to fund organizations that will conduct specialized trainings on *IAQ Tools for Schools* or an equivalent, and the individuals who complete the training will be required to demonstrate that a basic set of actions that have been taken in their schools and/or school districts. Healthy School projects should involve training school staff to prevent and resolve common IAQ problems, identify practical solutions and develop IAQ management plans. Projects under this priority should lead schools to adopt the *IAQ Tools for Schools* program or its equivalent. The minimum level of adoption is defined as:

- a) Designating an IAQ Coordinator for the district and/or each school;
- b) Completing teacher, maintenance and ventilation checklists for each school;
- c) Compiling and interpreting the checklist information to identify areas of focus for the building walkthrough;
- d) Conducting a walkthrough of each school, and
- e) Establishing an IAQ management plan that addresses issues identified.

Applications from School Districts require a letter of commitment from an administrator. For those projects that propose working with schools not confined to a formal district, support may come from another organization or agency agreeing to participate in the project with the applicant. An alternative commitment that will demonstrate the applicant's ability to work with a large group of schools if the project targets schools across a wide geographic area that is not defined as a district may also be accepted.

Organizations that submit applications are encouraged to offer innovative projects that focus on multiple aspects of EPA's IAQ priority areas. Projects under the above two areas must be comparable to, and consistent with, EPA's national programs such as the *IAQ Tools for Schools* program, and the asthma outreach and education campaign. For more information on these EPA programs, go to the web sites listed below.

IAQ Tools for Schools www.epa.gov/iaq/schools/
Asthma Outreach www.epa.gov/asthma/

Please note that under EPA grant reporting requirements, the grantee will be required to submit quarterly progress and financial status reports.

C. Linkage to EPA Strategic Plan and Expected Outcomes and Outputs

1. Linkage to EPA's Strategic Plan: All projects under this announcement must support Goal 1 of EPA's Strategic Plan, Clean Air and Global Climate Change; Objective 1.2- Healthier Indoor Air, which specifically states that, "Through 2012, working with partners, reduce human health risks by reducing exposure to indoor air contaminants through the promotion of voluntary actions by the public." Sub-Objective 1.2.2, Asthma, states: "By 2012, the number of people taking all essential actions to reduce exposure to indoor environmental asthma triggers will increase to 6.5 million from the 2003 baseline of 3 million." Sub-Objective 1.2.3, Schools, states: "By 2012, the number of schools implementing an effective indoor air quality management plan will increase to 40,000 from the 2002 baseline of 25,000.

For more information, see <http://www.epa.gov/ocfo/plan/plan.htm>.

2. Outputs: The term "output" means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but be measurable during an assistance agreement funding period. As defined below in Table 1, applications are required to quantify environmental health related outputs for proposed demonstration, training, education and/or outreach project activities relating to the areas covered by the project.

3. Outcomes: The term "outcome" means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, but must be quantitative. As defined below in Table 1, environmental outcomes must also describe the intended result of carrying out a program or activity and may be classified as intermediate action outcomes or long-term environmental health outcomes.

Table 1 provides definitions and demonstrates the relationship between project activities, environmental outputs, and environmental outcomes that may ultimately reduce exposure to indoor air pollutants and improve long-term health environmental outcomes.

Table 1: Definitions

Activities	Environmental Outputs	Anticipated Environmental Outcomes	
		Intermediate Action Environmental Outcomes	Long-term Health Environmental Outcomes
Description of services your project will provide (e.g., conduct training, organize conference, develop a demonstration)	Environmental outputs describe the level of activity that will be provided over a period of time, including a description of the characteristics (e.g., timeliness) established as standards for the activity (e.g., number of publications produced or people trained)	Environmental outcomes describe the intended result of carrying out a program or activity. Shorter term action environmental outcomes might describe behavior changes achieved (e.g., increase in use Asthma Action plans, additional patients taking action to reduce asthma triggers)	Long-term health environmental outcomes are the ultimate health benefit of the project. Health environmental outcomes can not always be quantified by grantees, but are desirable when possible (e.g., decrease in asthma E.R. visits, increase in symptom-free days, decrease in lost school/work days due to IAQ problems)

Table 2 provides specific examples of project activities, environmental outputs, and environmental outcomes that may ultimately reduce exposure to indoor air pollutants and improve long-term health environmental outcomes and is not intended to limit or specify activities. The activities, environmental outputs, and environmental outcomes listed in this table provide ONLY A FEW EXAMPLES of the elements of demonstration, training, outreach, and education projects that address indoor air pollutants and that fall within the scope of this announcement. Applications are not in any way limited to these specific activities, and further, EPA encourages innovative applications that focus on multiple aspects of EPA’s IAQ priority areas.

Table 2. Sample Fundable Activities and Expected Results

IAQ Priority Areas	Expected Programmatic/ Environmentally Related Outputs	Expected Environmental Outcomes Intermediate and Long-term (End) Environmental Health Outcomes
<p>Asthma: Identify, develop and disseminate new or existing education and outreach products and services (e.g. training) targeted toward: a) asthma patients and caregivers that will encourage individuals to take action to reduce exposure to indoor environmental asthma triggers in homes, schools and/or childcare centers. b) Healthcare community (e.g., doctors, respiratory therapists, school nurses, lay health educators, case managers, and private and public health plans) that will support incorporation of environmental controls into standards of care.</p>	<ul style="list-style-type: none"> * Number of products and services developed and/or or disseminated * Number of children and low-income adults educated about indoor environmental asthma triggers and mitigation solutions * Number of child care providers and/or school personnel educated about indoor environmental asthma triggers and mitigation solutions * Number of people trained to educate others on how to reduce asthma triggers * Number of healthcare professionals educated about indoor environmental asthma triggers and mitigation solutions 	<ul style="list-style-type: none"> * Number of people demonstrating increased knowledge of indoor environmental asthma triggers and mitigation solutions * Number of healthcare professionals demonstrating knowledge of indoor environmental asthma triggers and mitigation solutions * Number of people with asthma reducing their exposure to their environmental asthma triggers in their homes, schools and/or childcare centers * Number of schools and/or childcare providers reducing environmental triggers * Number of people committed to not smoking around children * Number of people with asthma who have asthma action plans that include environmental triggers
<p>IAQ Tools for Schools: Identify, develop and disseminate new or existing education and outreach products and services in the form of training targeted toward school districts or groups of schools and or school personnel, that will lead to an increase in the number of schools with effective IAQ management practices and plans, based on, or consistent with, EPA's IAQ Tools for Schools Program.</p>	<ul style="list-style-type: none"> * Number of IAQ training events held with school personnel (superintendents, principals, school nurses, teachers and custodial and maintenance staff) * Collection and evaluation of checklists with summary of noticeable or potential problems identified in classrooms * Number of building walkthroughs conducted * Number of schools with effective IAQ management plans 	<ul style="list-style-type: none"> * Reduction in staff and student absenteeism * Reduction in the number of asthma attacks, allergic reactions and other IAQ related symptoms * Increase in student and teacher performance and productivity attributable to IAQ best practices. * Number of people with increased awareness on how to achieve and maintain a healthy indoor environment * Number of schools with improved indoor environments * Number of schools taking action to remediate the IAQ issues identified

II. AWARD INFORMATION

A. Amount of Funding Available

The total estimated amount of all awards under this RFA is approximately \$300,000 to \$500,000 for up to 4 years, depending on availability of funds, quality of proposals and performance. **For Fiscal Year 2010 (FY11), there is an estimated \$75,000 funding available under this competitive opportunity to eligible organizations.** Funding will be provided incrementally on an annual basis, subject to funding availability and performance acceptability. However, the number of awards and the dollar amount of each award will vary depending upon the Agency's resource availability, priorities, and quality of applications. There is no matching funds requirement for these agreements. Applications for funds in excess of \$50,000 total for any one year will not be reviewed. The suggested start date for the project is **October 1, 2010.**

B. Number of Awards

Region 2 anticipates awarding **up to 3** applications with a project period of up to 4 years, ranging from \$25,000- \$50,000 per year. Funding will be provided incrementally on an annual basis, subject to funding availability and performance acceptability. However, the number of awards and the dollar amount of each award will vary depending upon the Agency's resource availability, priorities, and quality of applications.

EPA reserves the right to reject all applications and make no awards under this announcement. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than 7 months after the original selection decisions.

C. Award Type

Funds will be awarded to successful applicants as grants.

D. Expected Budget and Project Period

The proposed project period for assistance agreements resulting from this competitive opportunity may be up to 4 years, with a separate budget and work plan for each year.

E. Partial Funding

EPA Region 2 will **not** partially fund any project under this announcement

F. Funding Restrictions

EPA will not fund any projects for repairing buildings; promoting tobacco cessation; and, sampling for molds. Moreover, these funds may not be used for "incentives," such as: T-shirts, pencils, toys, etc.

G. Miscellaneous

Funding may be used by grantees to acquire services or fund partnerships, provided the recipient follows procurement and sub-award or sub-grant procedures contained in 40 CFR Parts 30 or 31, as applicable. Successful applicants must formally compete for services and products, and conduct cost and price analyses as outlined in these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in the proposal package; however, a description of the consultant's or contractor's role should be included in the applicant's proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant does not relieve the applicant of its obligations to comply with competitive procurement requirements.

Sub-grants or sub-awards may be used to fund partnerships with non-profit organizations and governmental entities. Successful applicants cannot use sub-grants or sub-awards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products to carry out its grant project with the EPA. The nature of the transaction between the recipient and the sub-grantee must be consistent with the standards for distinguishing between vendor transactions and sub-recipient assistance under Subpart B Section .210 of [OMB Circular A-133](#), and the definitions of a sub-award" at 40 CFR 30.2(ff) or a sub-grant" at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions.

Successful applications must also demonstrate use of a competitive process for obtaining any necessary contracts for services and products and conduct cost and price analyses to the extent required by federal, state or local procurement requirements. All contracts and the purchase of supplies and equipment must be conducted in a manner providing free and open competition, to the maximum extent practicable. As such, applicants should refrain from mentioning specific technology producers in their application packages unless they are sole source provider.

III. ELIGIBILITY INFORMATION

A. Eligible Entities

Under this announcement, assistance is generally available to states, territories, local governments, Indian Tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, other public or private non-profit institutions that submit applications proposing projects with significant technical merit and relevance. Applicants must meet eligibility requirements, such as non-profit status, by the proposal due date to be considered for funding.

Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 **are not eligible to apply**. No recipient may use funds from the grant agreement for lobbying.

B. Cost Sharing or Matching

There is no statutory or regulatory match requirement under the Clean Air Section 103. However, under **Section V** of this announcement EPA will evaluate proposals based on a leveraging criterion.

Leveraging is generally when an applicant proposes to provide its own additional funds/resources or those from third party sources to support or complement the project they are awarded under the competition which are above and beyond the EPA grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the proposal. Leveraged funds and resources may take various forms as noted below.

--Voluntary cost share is a form of leveraging. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required. Applicants who propose to use a voluntary cost share **must** include the costs or contributions for the voluntary cost share in the project budget on the SF-424. If an applicant proposes a voluntary cost share, the following apply:

- A voluntary cost share is subject to the match provisions in the grant regulations (40 CFR 30.23 or 40 CFR 31.24, as applicable).
- A voluntary cost share may only be met with eligible and allowable costs.
- The recipient may not use other sources of federal funds to meet a voluntary cost share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant.
- The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget.

--Other leveraged funding/resources that are not identified as a voluntary cost share.

This form of leveraging may be met by funding from another federal grant, from an applicant's own resources, or resources from other third party sources. This form of leveraging should not be included in the budget or workplan and the costs need not be eligible and allowable project costs under the EPA assistance agreement. If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their proposals. If the proposed leveraging does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.

C. Threshold Eligibility

These are requirements that if not met by the time of application submission will result in elimination of the proposal from consideration for funding. Only applications from eligible entities (see above) that meet all the eligibility criteria will be evaluated against the ranking factors in **Section V** of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. a. Applications must substantially comply with the application submission instructions and requirements set forth in **Section IV** of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the application, pages in excess of the page limitation will not be reviewed.

b. In addition, applications must be postmarked by as specified in Section IV of this announcement on or before the application submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their application reaches the designated person/office specified in Section IV of the announcement by the submission deadline.

c. Applications postmarked after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling. For hard copy or e-mailed submissions, where Section IV requires application receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their application with **Ameesha Mehta-Sampath** as soon as possible after the submission deadline—failure to do so may result in your application not being reviewed.

2. All projects must occur in one or more of the following Region 2 states and/or territories: New Jersey, New York, Puerto Rico and/or the US Virgin Islands.

3. Proposed projects must support Goal 1.2 of EPA's Strategic Plan 2011 to reduce human health risks of exposure to indoor air contaminants by improving indoor air in homes and schools by reducing risk, working with partners and through voluntary actions by the public.

4. Proposed projects must fit within EPA's funding authority in section 103 of the Clean Air Act and not be used for the purposes of routine program implementation, implementation of routine environmental protection or restoration measures, meeting any legal mandate (such as federal, state or local regulations or settlement agreements), land acquisition, purchase of vehicles, or completion of work which was to have been completed under a prior grant or cooperative agreement.

5. Applications for school projects must either include a written commitment from the school district(s) (Administrator), individual schools, and any other organization or agency agreeing to participate in the project with the applicant, or provide an alternative commitment that will demonstrate the applicant's ability to work with a large group of schools if the project targets schools across a wide geographic area that is not defined as a district.

6. Applications for funds in excess of \$50,000 total for any one year will not be reviewed. Applications for funds lower than \$25,000 total for any one year will not be reviewed.

7. Non-profit or not-for-profit organizations must include their letter of incorporation or other documentation demonstrating non-profit or not-for-profit status at time of submission.

8. With respect to asthma, only those activities that directly address environmental factors **(as stated in Section I.B. 1 and 2)** that may influence asthma onset or exacerbation are eligible for funding under this RFA.

9. Applicants may submit only one proposal under this RFA. If an applicant submits more than one, EPA will contact the applicant to determine which one will be considered for review.

D. Funding Restrictions and Requirements

EPA will not fund any projects for repairs or renovations of buildings. Proposed projects must also be consistent with the statutory restriction on funding which is limited to research, investigations, experiments, demonstrations, surveys and studies relating to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution. It is further limited to projects that seek to educate and train individuals relating to the causes, effects, extent, prevention and control of air pollution. EPA will also not fund any activities that constitute routine, traditional, or established practices, or a project that is simply intended to carry out a task, however worthy, rather than transfer information. Applicants are reminded that the term “demonstration” is narrowly construed by EPA as set forth above.

IV. APPLICATION AND SUBMISSION INFORMATION

A. How to Obtain Application Package

Applicants can download individual grant application forms from EPA’s Office of Grants and Debarment website at: <http://www.epa.gov/ogd/grants/how to apply..htm> .

To obtain a hard copy of materials, please send an email or written request to the Agency contact listed in **Section VII** of this announcement.

B. Mode of Application Submission

Applicants have the following options to submit their applications: 1) Hard copy of express delivery service to the specified EPA contact below, or 2) electronically through email to the specified EPA Contact below. **Applications will not be accepted via fax or standard 1st class mail delivery by U.S. Postal Service.** All applications must be prepared, and include the information, as described below in **Section IV. C. “Content of Application”** regardless of mode of transmission.

1. **Hard Copy Submission via Express Delivery (FedEx, UPS, DHL, USPS, etc.)** Please provide one original of the application package (including signed and completed SF 424 and SF 424A forms) to:

Ameesha Mehta-Sampath, M.PH.
Asthma Projects Coordinator
U.S EPA-Region II
Radiation and Indoor Air Branch
290 Broadway, 25th floor
N. Y., NY 10007

Hard Copy Application Submission Deadline

All hard copies of application packages must be postmarked by **5:00pm EST on May 10th, 2010.**

2. E-mail Submission

E-mail submissions must be submitted to mehta-sampath.ameesha@epa.gov, and received by the submission deadline stated in **Section IV.D** of this announcement. All required documents listed in **Section IV.C** of the announcement must be attached to the e-mail as separate Adobe PDF files (SF424, SF424A, and Proposal Narrative). Please note that if you choose to submit your materials via e-mail, you are accepting all risks attendant to email submission including server delays and transmission difficulties. Email submissions exceeding 15MB may experience transmission delays which may affect when they are received by EPA. For these size submissions, applicants should submit their application materials via hardcopy because if they are sent via email only they may be received late and not considered for funding. Applicants submitting their application materials through email should confirm receipt of the materials with Ameesha Mehta-Sampath as soon as possible after submission.

C. Content of Application Submission

All application submissions, regardless of mode of transmission, must contain completed and signed original grant application forms, as well as a Narrative Proposal, as described below.

Grant Application Forms. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424. The forms are available at <http://www.epa.gov/ogd/forms/forms.htm>

- Standard Form 424, *Application for Federal Assistance*
- Standard Form 424A, *Budget Information-Non-Construction Programs*
- Standard Form 424B, *Non-construction Programs*
- Standard Form LLL, *Pre-Award Disclosure of Lobbying Activities*
- EPA Form 4700-4, *Pre-Award Compliance Review Report for all Applicants Requesting Federal Financial Assistance*
- EPA Form 5700-54, *Key Contacts Form*
- Narrative Proposal (including sections 1-3 below)

1. Narrative Proposal (no more than 12 pages)

The Narrative Proposal cannot exceed a maximum of 12 pages, including the Summary Page. Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the 12 page limit. The document should be readable in PDF for Windows and consolidated into a single file and be prepared as stated below:

a. Cover Page

Include the following information:

- i. Project Title
- ii. Contact Information, including:

- a) Name of organization
- b) Contact person's name
- c) Mailing address (express mail address if different than mailing address)
- d) E-mail address
- e) Phone and fax numbers
- f) A statement that your organization has eligibility status (see Section III.A)

iii. Project Manager

Identify who will serve as the principal party responsible for accomplishing the activities outlined in the work plan, including phone number and email address.

iv. Total Project Cost

Specify total amount requested from EPA, as well as any resources or funding from any other source that may be contributing support.

v. Project Period

Provide anticipated beginning and ending dates. The project period for the grant under this announcement should be up to 4 years and it must start no sooner than October 1, 2010.

vi. A description of your organization and its mission.

b. Narrative Proposal

The Narrative Proposal (including **sections i-ii** below) cannot exceed a maximum of **12** single-spaced typewritten pages, including the Summary Page. Pages in excess of **12** will not be considered. Budget pages, resumes and letters of support can be submitted as attachments and are not included in the **12**-page limit.

i. Executive Summary

The Executive Summary is a stand-alone document, and should not exceed one (1) page, containing a summary of what is proposed and what you expect to accomplish regarding measuring or progress toward achieving project goals. Identify the priority area the project addresses and the measurable environmental results you expect to achieve; including potential human health and environmental benefits (See **Section I.C** for environmental results information)

ii. Narrative Work Plan

The Narrative Proposal should explicitly describe how the proposed project meets the guidelines established in **Sections I-III** of this announcement

(including threshold eligibility criteria in **Section III.C**) of this announcement, and must address each of the evaluation criteria set forth in Section V.

- a) Project Summary/Approach. The summary shall contain the following components: Provide a brief project description that describes the tasks and activities that will be conducted to accomplish the project objectives, and include the reason your proposal should receive funding support, e.g., targeting sensitive populations and/or environmental justice/underserved communities.*
- b) Explanation of project benefits to the public, and specifically the potential audience(s) served. Explain how you will be assured access to these potential audiences.
- c) Provide a timeline or schedule of anticipated target dates and milestones to achieve specific tasks and accomplishments during the budget and project period.
- d) Description of the associated work products to be developed.
- e) Please include a brief explanation of any partnerships or coalitions that may assist in this project. Due to limited resources, we encourage partnering with other organizations to assist with work on your proposed project. Please provide description of the roles of the applicant and partners, if any.
- f) Description of the applicant's organization and experience related to the proposed project.
- g) Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.
- h) Budget and estimated funding amounts for each work component/task. This section provides an opportunity for narrative description of the budget or aspects of the budget found in the SF-424A such as "other" and "contractual."
- i) If you have previously received funding for any EPA indoor air project, you should explain how the proposed project is different.

Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency.

iii) Environmental Results –Outputs and Outcomes

- a) Identify the specific **OUTPUTS** (activities or deliverables) that will be accomplished by the project during the project period (see

Section I.C), and how you plan to track and measure your progress in achieving them. Outputs may be quantitative or qualitative, but must be measurable during the funding period.

- b) Specify the quantitative or qualitative **OUTCOMES** of the project, which will include the type of measurement and how you will measure and evaluate the results of your project and how you plan to track and measure your progress in achieving them.

iv) Programmatic Capability and Past Performance

Submit a list of federally [and/or non-federally if applicable] funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

v) Leveraging

Applicants should demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources.

c. **Detailed Budget Narrative**

In addition to the SF 424A, please provide specified total costs of the project.

On the budget page(s) of the proposal, applicants **MUST** include a budget plan for multiple, a maximum of 4 years. Applications for funds in excess of \$50,000.00 total for any one year will not be reviewed. The suggested start date for the project is **October 1st, 2010**.

Provide a brief budget narrative containing the following categories:

- Personnel
- Fringe benefits
- Travel
- Equipment (materials that are greater than \$5,000 per piece)

- Supplies (materials that are less than \$5,000 per piece) EPA funds may only be used for environment (not medical) purposes. “Medical” includes clinical services and asthma supplies such as spacers, peak flow meters, nebulizers, etc. “Environmental” might include *appropriate* environmental mitigation supplies. Additionally, these funds may not be used for “incentives,” such as t-shirts, pencils, etc.
- Contractual
- Other/miscellaneous costs
- Total direct costs (sum of above costs)
- Indirect charges (a negotiated rate with a federal agency or calculated “actual” rate)
- Total Project Cost: Specify total cost of the project proposal (separately identify requested EPA funding and leveraged funds)

Please include a brief breakdown of costs such as salary and benefit rates, number of trips taken and cost per trip, etc. The budget page is not part of the eight (12) page limit.

“Scalability option” budget: If an attachment describing an alternate award amount and results is provided, include key changes in the project budget on that page.

Management Fees: When formulating budgets for applications/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

d. Attachments

These are not included in the 12-page limit.

- i. Resumes.** Provide resumes or curriculum vitae for project directors and any other key personnel.
- ii. Support Letters.** Provide letters of support from any major partners referenced in the project description. Specifically indicate how the supporting organization

will assist in the project.

iii. Past Performance & Programmatic Capability.

- iv. Alternative Project Funding Description:** If an alternative funding option (scalability) is being provided, applicants may provide one additional page, including key budget changes, to describe how this would affect work plan and results.

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the project.

D. Submission Dates and Times

The closing date and time for applications, regardless of mode of submission is **May 10, 2010 at 5:00 p.m., Eastern Standard Time(EST)**. All hard copies of full application packages must be received by **Ms. Ameesha Mehta-Sampath by May 10, 2010 at 5:00 p.m.** Electronic submissions must be addressed to mehta-sampath.ameesha@epa.gov and include, "Announcement title or #" – [name of applicant] in the subject line and must be received **by May 10th 2010, 5:00 p.m., EST**. Applications received after the closing date and time will not be reviewed or considered for funding.

E. Contracts and Subawards/Subgrants

1. Can funding be used for the applicant to make sub awards, acquire contract services, or fund partnerships?

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide sub grants or sub awards of financial assistance, which includes using sub awards or sub grants to fund partnerships, provided the recipient complies with applicable requirements for sub awards or sub grants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A-133 , and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

2. How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of the announcement?

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

- (i) an applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.
- (ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the application evaluation process unless the applicant complies with these requirements.

F. Confidential Business Information

It is recommended that confidential business information (“CBI”) **not** be included in your application. However, if CBI is included in your application, it will be handled in accordance with 40 CFR Part 2.203. Applicants must clearly indicate

which portion(s) of their proposal/application they are claiming as CBI. EPA will evaluate such claims in accordance with 40 CFR Part 2. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant which is otherwise required by 40 CFR Part 2.204(2) prior to disclosure. However, the agency considers competitive proposals/applications confidential and protected from disclosure prior to the completion of the competitive selection process.

G. Pre-application Assistance and Communication

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft applications, provide informal comments on draft applications, or provide advice to applicants on how to respond to ranking criteria.. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about the announcement.

V. APPLICATION REVIEW INFORMATION

A. Evaluation Criteria

Only eligible entities whose application(s) meet the threshold criteria in Section III of this announcement will be reviewed, evaluated and ranked by a selected panel of EPA reviewers based on the criteria set forth below. Applications that are best able to directly and explicitly address these criteria will have a greater likelihood of selection. Each application will be rated under a points system, with a total of 100 points possible.

Application Evaluation Criterion		
I. Project Goals and Objectives:		
1.	The extent to which proposed project goals and objectives align with the scope of work described in Section I.B, and EPAs Strategic Plan 2011 and indoor priority area goals described in Section I.C.	5
2.	The proposed project goals and objectives demonstrate the ability to achieve substantial measurable environmental outcomes and outputs (as described in Section I.C).	10
3	The extent to which the proposed project describes how the affected community is disproportionately impacted by environmental contaminants and risks, e.g., poor indoor air quality	5
4	The extent to which the proposed project describes how the affected community will benefit from the results of the project.	5

II. Narrative Work plan: Activities; Methods; Materials; and Timeline:		
1.	The narrative work plan sufficiently describes practical and feasible activities, methods, materials, and timelines that will be used to achieve each goal, objective, and measurable environmental outcomes	5
2.	The narrative work plan describes activities, methods, and materials that are appropriate for the designated target audience(s).	5
3.	The narrative work plan demonstrates the development and utilization of collaborations/partnerships to achieve the project's goals, objectives, and measurable environmental outcomes.	5
III. Organizational Past Performance and Programmatic Capability:		
	<p>Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's: (i) (5 pts) past performance in successfully completing and managing the assistance agreements identified in the narrative proposal as described in Section IV.C of the announcement, (ii) (5 pts) history of meeting the reporting requirements under the assistance agreements identified in the narrative proposal as described in Section IV.C of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not, (iii) (5 pts) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) (5 pts) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</p> <p>Information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these sub factors (items i and ii above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.</p>	20
IV. Project Cost-Effectiveness and Sustainability:		
1.	The proposed project addresses the number of	10

	children/families/individuals/healthcare professionals that will be reached with respect to the requested amount of funds, if the project successfully meets its goals, objectives, and environmental outcomes.	
2.	The proposed project demonstrates an approach to ensure that the intended audience will sustain their efforts to achieve measurable successes in meeting goals, objectives and environmental outcomes beyond the conclusion of the EPA assistance agreement.	10
V. Monitoring and Evaluating Environmental Results:		
1.	The proposed project specifies practical approaches to identify, measure, and evaluate programmatic outputs and environmental outcomes and identifies baseline(s) to measure them	10
VI. Budget:		
1.	Costs will be evaluated to determine their reasonableness in relation to the expected benefits of the application. The proposed project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes. The budget also provides an approximation of the percentage of the budget designated for each major activity.	5
VII. Leveraging Resources:		
1.	<p>Under this criterion, applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will compliment activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources.</p> <p>Any form of proposed leveraging that is evaluated under this factor must be included in the narrative proposal portion of the application and must describe how the applicant will obtain leveraged resources and what role EPA funding will play in the overall project.</p>	5

B. Other selection factors

Final funding decisions will be made by the EPA selecting official based on the rankings and preliminary recommendation of the EPA evaluation team. The EPA selecting official may also consider the following factors in making the final funding decisions:

- Geographic priority areas - EPA will attempt to make awards in various locations in the region to achieve the greatest risk reduction, especially in underserved/environmental justice communities.
- Project diversity - EPA will attempt to make awards in each program area described in **Section I.B.**

C. Review and Selection Process

A panel of EPA staff will review applications against the criteria above and rank the applications based on this evaluation. During the review of the applications, EPA may request clarification on submitted information. Applications that are inconsistent with program goals or that contain ineligible costs and activities will be rejected. The review panel will develop a ranking list and submit this to the EPA selecting official. Final selections will be made by the EPA selection official.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

Following evaluation of applications, all applicants will be notified regarding their status.

1. EPA anticipates notification to the successful applicant will be made via telephone, email or postal mail by May 25th, 2010. The notification will advise the applicant that its proposed project has been successfully evaluated and recommended for award. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance

This notification, which advises that the applicant's proposed project has been recommended for award, is not an authorization to begin performance. The award notice is signed by the EPA grants officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of recommendation.

2. EPA anticipates notification to unsuccessful applicant(s) will be made via email or postal mail by June 15th, 2010. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

B. Administrative and National Policy Requirement

A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:

http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.

Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards, resulting from this announcement. Applicants selected for funding may be required to provide a copy of their proposal to their [State Point of Contact](#) (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Proposal and not all states require such a review.

All costs incurred under this program must be allowable under the applicable OMB Cost Circulars. Copies of the circulars can be found at <http://www.whitehouse.gov/omb/circulars>. In accordance with the EPA policy and the OMB circular, any recipient of funding must agree not to use assistance funds for fund-raising, or political activities such as lobbying members of

Congress or lobbying for other federal grants, cooperative agreements, or contracts. EPA grant funds may only be used for the purposes set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

In certain circumstances costs incurred prior to the grant award may be eligible for reimbursement. However, this does not include any costs associated with responding to this solicitation or in finalizing the application package. If costs are incurred before the award, they are incurred at the applicant's or grantee's own risk.

C. DUNS Number

All applicants **are required** to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

D. Reporting Requirement

Quarterly progress reports and a detailed final report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and summary of expenditures are required. The final report shall be completed within 90 calendar days of the completion of the period of performance. The final report should include: summary of the project or activity, advances achieved and costs of the project or activity. In addition, the final report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere. The schedule for submission of quarterly reports will be established by EPA, after award.

E. Disputes Resolution Process

Assistant agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2006) located on the web at: <http://www.epa.gov/ogd/competition/resolution.htm>

F. Non-profit Administrative Capability

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

In addition, non-profit applicants who receive an award under this announcement will be required to have at least two of their employees complete the mandatory online training, "EPA

Grant Management Training for Non-Profit Applicants and Recipients." One person must be the project manager, or equivalent, for the assistance agreement. The other individual must be the person authorized to draw down funds for the assistance agreement. The training must be completed by both employees prior to the acceptance of the award. The course can be accessed at: <http://www.epa.gov/ogd/training/index.htm>

VII. AGENCY CONTACTS

For further information, contact:

U.S. Environmental Protection Agency
ATTN: Ameesha Mehta-Sampath, M.PH.
Asthma Projects Coordinator
U.S. EPA Region II, 25th floor
N.Y., NY 10007
Fax: 212-637-4942
E-mail: Mehta-Sampath.Ameesha@epa.gov

All questions or comments must be communicated in writing via postal mail, facsimile, or electronic mail to the contact person listed above. Questions and answers will be posted until the closing date of this announcement at the OAR Grants/Funding webpage: http://www.epa.gov/air/grants_funding.html.

VIII. OTHER INFORMATION

We encourage first time recipients of Federal funds to familiarize themselves with the regulations applicable to assistance agreements found in the Code of Federal Regulations (CFR) Title 40, Part 30 for non-profit organizations and institutions of higher education groups, and Part 31 for State and local government entities (see <http://www.epa.gov/docs/epacfr40/chapt-I.info/>). You may also obtain a copy of the CFR Title 40, Part 30 and Part 31 at your local U.S. Government Bookstore, or through the U.S. Government Printing Office.

The EPA Award Official is the only official that can bind the Agency to the expenditure of funds for selected projects resulting from this announcement.

ENVIRONMENTAL PROTECTION AGENCY, REGION 2
Division of Environmental Planning and Protection

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

FUNDING OPPORTUNITY TITLE: 2010 Indoor Environments: Reducing Public Exposure to Indoor Pollutants

ACTION: REQUEST FOR APPLICATIONS (RFA)

ANNOUNCEMENT TYPE: Initial

FUNDING OPPORTUNITY NUMBER: EPA-R2-DEPP-RIAB-03-2010

CATALOGUE OF FEDERAL ASSISTANCE (CFDA) NUMBER: 66.034 - Surveys, Studies, Investigations, Demonstrations and Special Purpose Activities Relating to the Clean Air Act)

Dates: The closing date and time for receipt of application submissions, regardless of mode of submission, is **May 10th, 2010, 5:00 p.m., Eastern Standard Time(EST)**. Applications may be submitted by hard copy, via U.S. mail/commercial delivery service or can also be submitted electronically via email. **Mail submissions must be postmarked by the closing date of May 10th, 2010.** Electronic submissions must be addressed to Mehta-Sampath.Ameesha@epa.gov and include the “Announcement title or #” – [name of applicant] in the subject line and be received by May 10th, 2010, 5:00 p.m., EST in order to be considered for funding. **LATE APPLICATIONS WILL NOT BE CONSIDERED.** It is anticipated that final selections will be made by **May 24th, 2010**. Anticipated award date is **October 1, 2010**.

SUMMARY

EPA Region 2’s Radiation and Indoor Air Branch (RIAB) is soliciting multi-year (up to 4 years) applications from eligible entities (described in **Section III.A** of this announcement) for assistance agreements. The applications must support demonstration, training, outreach and/or education grants that reduce exposure to indoor air pollutants and yield measurable environmental outcomes in the home or schools or an integration of both. Projects that address areas of greatest need, including environmental justice/underserved communities, where the most risk reduction can be achieved in children, are of greatest priority. The applications from eligible organizations will go through a competitive selection process as outlined later in this document. Organizations whose applications are selected will be invited to submit a full application package. Funds will be awarded to successful applicants as grants under the authority of Section 103(b) (3) of the Clean Air Act.

All projects funded under this RFA must be carried out in one or more of the Region 2’s states and/or territories: New Jersey, New York, Puerto Rico and the U.S. Virgin Islands.

FUNDING/AWARDS

Region 2 anticipates awarding **up to 3 applications** with a project period of up to four years, ranging from \$25,000- \$50,000 per year, depending on availability of funds, quality of applications and performance. The total estimated amount of all awards under this RFA is approximately \$300,000 to \$500,000 over a 4 year period. **For Fiscal Year 2010 (FY11), there is an estimated \$75,000 funding available under this competitive opportunity to eligible organizations who meet the threshold criteria.** Funding will be provided incrementally on an annual basis, subject to funding availability and performance acceptability. However, the number of awards and the dollar amount of each award will vary depending upon the Agency's resource availability, priorities, and quality of applications. There is no matching funds requirement for these agreements. Applications for funds in excess of \$50,000 total for any one year will not be reviewed. The suggested start date for the project is **October 1, 2010.** **Please note, based on the availability of funds and the quality of applications, EPA reserves the right to award no grants under this Request for Applications (RFA).**

CONTENTS BY SECTION

- I. Funding Opportunity Description
- II. Award Information
- III. Eligibility Information
- IV. Application and Submission Information
- V. Application Review Information
- VI. Award Administration Information
- VII. Agency Contacts
- VIII. Other Information (if applicable)

I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

The goal of EPA's Indoor Environments Program is to improve indoor air quality (IAQ) and to reduce associated human health risks caused by pollutants in the indoor environment. This is accomplished by increasing public awareness and understanding of the potential health risks related to indoor air pollutants commonly found in homes and schools, as well as by promoting appropriate voluntary practices and risk reduction actions by the public and key stakeholders. Comparative risk studies performed by EPA and its Science Advisory Board have ranked indoor air pollution among the top five environmental risks to public health. Children may be especially vulnerable to these health effects particularly early in childhood development. EPA estimates that indoor levels of many pollutants are typically 2-5 times, and occasionally more than 100 times, higher than outdoor levels. These levels raise concern because it is estimated that most people spend approximately 90% of their time indoors.

An estimated 20 million people in the United States have asthma, including 6 million children. The number of children with asthma has more than doubled since 1980. In addition, there are disturbing and significant racial and ethnic disparities in asthma morbidity and mortality in the

U.S. African-Americans continue to have higher rates of asthma emergency room visits, hospitalizations, and deaths than Caucasians. However, in Region II, according to 2008 data from the U.S. Centers for Disease Control and Prevention's Behavior Risk Factor Surveillance System (BRFSS), the adult lifetime asthma prevalence rate for Puerto Rico is 15.2%, including extremely high rates of emergency room visits and high asthma mortality in children. Rates for New York, New Jersey and Virgin Islands are 14.1%, 12.8% and 8.3%, respectively. In 2004, the Puerto Rico Veterans Hospital conducted a study of 6000 public and private school students to assess the current prevalence of asthma in schools. Parents of children in public schools and private schools reported similar rates of a physician having previously diagnosed asthma in their children (43.2% versus 39.4%); however, significantly more children in public schools were reported to still have asthma at the time of the survey (32.5% vs. 23.7%).

With respect to schools, the U.S. Department of Education's National Center for Education Statistics stated in 1999 that 43 % of America's public schools reported at least one unsatisfactory environmental condition (e.g. lighting, heating, ventilation, IAQ, and noise control to name a few.) Approximately 25 % of public schools reported that ventilation was unsatisfactory and 20 % for IAQ. Further reports from the U.S. Government Accountability Office (GAO) indicate that public elementary and secondary schools need guidance on how to better manage their indoor environments. Problems are often related to improper ventilation, deferred maintenance, and poor design, construction and renovation practices. Poor IAQ in schools can impact the health and comfort of students and staff, which in turn can affect concentration, attendance and student performance.

Thus one of EPA's goals is to ensure that good IAQ Management Practices are used in urban suburban, rural, and tribal K-12 public and private schools and to promote holistic approaches that help schools address the entire range of environmental issues they face.

The major work of these grants will be to educate children with asthma, their parents and/or primary care givers, and others with asthma, on identifying and reducing environmental triggers in the home, schools and childcare centers, especially in environmental justice/underserved communities. In addition, these grants will also work to increase the number of schools with effective indoor air quality management practices and plans based on, or consistent with, *IAQ Tools for Schools*.

Under this announcement, EPA Region 2 will fund demonstration, training, outreach and/or education projects that are expected to achieve environmental results in one or more indoor air quality priority areas as outlined in Table 2. **Applications may address more than one area.** Proposed projects that do not address at least one of the IAQ priority areas identified in Table 2 will be disqualified and will not be considered for funding.

B. Scope of Work

Applications must address one or more of the following areas and any specific requirements that apply to applications in those areas as stated below. Applications that fail to address at least one of the priorities will not be reviewed.

- 1. Indoor Environmental Asthma Triggers - Education and Exposure Reduction:** The goal of these projects is to decrease the number of asthmatics exposed to indoor environmental triggers; to educate parents and caretakers on indoor triggers and actions to reduce them; and, to educate individuals on the environmental management of asthma so they can counsel people with asthma on actions to reduce triggers in indoor environments. Projects should address environmental tobacco smoke (encourage and motivate residents who smoke to make homes and cars smoke-free to reduce exposure to secondhand smoke); chemicals and indoor contaminants (pesticides, volatile organic compounds, cleaning supplies, and products of combustion like nitrogen dioxide); and other asthma triggers including mold, dust mites, pet dander and cockroaches. The emphasis on training healthcare professionals, community workers, and other trained health care providers should stress the importance of integrating environmental management into asthma care. In addition, emphasis should also be on providing a program in which health educators or peers provide education to families on identifying and managing indoor asthma triggers.

Priorities include children and environmental justice/underserved communities, as well as projects which are integrated into a comprehensive asthma management approach.

To learn more about best practices for indoor environmental asthma trigger management, see <http://www.epa.gov/asthma/index.html>,

- 2. Healthy School Environments:** The goal of these projects is to reduce school occupant exposure to indoor air pollutants and asthma triggers. Additionally, it is also to increase the number of primary and secondary schools with effective indoor air quality management practices and plans based on, or consistent with, *IAQ Tools for Schools*. Effective plans comprise a set of actions shown to have a significant effect on improving indoor air quality and reducing associated adverse environmental health impacts such as asthma attacks. Priorities include urban and rural (including tribal) schools which may have significant indoor air quality and infrastructure problems and substantial resource challenges. Improving IAQ in these schools will likely have a relatively greater impact on air quality, risk reduction and therefore on health effects of students and staff.

The major work of these grants is to fund organizations that will conduct specialized trainings on *IAQ Tools for Schools* or an equivalent, and the individuals who complete the training will be required to demonstrate that a basic set of actions that have been taken in their schools and/or school districts. Healthy School projects should involve training school staff to prevent and resolve common IAQ problems, identify practical solutions and develop IAQ management plans. Projects under this priority should lead schools to adopt the *IAQ Tools for Schools* program or its equivalent. The minimum level of adoption is defined as:

- a) Designating an IAQ Coordinator for the district and/or each school;
- b) Completing teacher, maintenance and ventilation checklists for each school;
- c) Compiling and interpreting the checklist information to identify areas of focus for the building walkthrough;
- d) Conducting a walkthrough of each school, and
- e) Establishing an IAQ management plan that addresses issues identified.

Applications from School Districts require a letter of commitment from an administrator. For those projects that propose working with schools not confined to a formal district, support may come from another organization or agency agreeing to participate in the project with the applicant. An alternative commitment that will demonstrate the applicant's ability to work with a large group of schools if the project targets schools across a wide geographic area that is not defined as a district may also be accepted.

Organizations that submit applications are encouraged to offer innovative projects that focus on multiple aspects of EPA's IAQ priority areas. Projects under the above two areas must be comparable to, and consistent with, EPA's national programs such as the *IAQ Tools for Schools* program, and the asthma outreach and education campaign. For more information on these EPA programs, go to the web sites listed below.

IAQ Tools for Schools www.epa.gov/iaq/schools/
Asthma Outreach www.epa.gov/asthma/

Please note that under EPA grant reporting requirements, the grantee will be required to submit quarterly progress and financial status reports.

C. Linkage to EPA Strategic Plan and Expected Outcomes and Outputs

1. Linkage to EPA's Strategic Plan: All projects under this announcement must support Goal 1 of EPA's Strategic Plan, Clean Air and Global Climate Change; Objective 1.2- Healthier Indoor Air, which specifically states that, "Through 2012, working with partners, reduce human health risks by reducing exposure to indoor air contaminants through the promotion of voluntary actions by the public." Sub-Objective 1.2.2, Asthma, states: "By 2012, the number of people taking all essential actions to reduce exposure to indoor environmental asthma triggers will increase to 6.5 million from the 2003 baseline of 3 million." Sub-Objective 1.2.3, Schools, states: "By 2012, the number of schools implementing an effective indoor air quality management plan will increase to 40,000 from the 2002 baseline of 25,000.

For more information, see <http://www.epa.gov/ocfo/plan/plan.htm>.

2. Outputs: The term "output" means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but be measurable during an assistance agreement funding period. As defined below in Table 1, applications are required to quantify environmental health related outputs for proposed demonstration, training, education and/or outreach project activities relating to the areas covered by the project.

3. Outcomes: The term "outcome" means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, but must be quantitative. As defined below in Table 1, environmental outcomes must also describe the intended result of carrying out a program or activity and may be classified as intermediate action outcomes or long-term environmental health outcomes.

Table 1 provides definitions and demonstrates the relationship between project activities, environmental outputs, and environmental outcomes that may ultimately reduce exposure to indoor air pollutants and improve long-term health environmental outcomes.

Table 1: Definitions

Activities	Environmental Outputs	Anticipated Environmental Outcomes	
		Intermediate Action Environmental Outcomes	Long-term Health Environmental Outcomes
Description of services your project will provide (e.g., conduct training, organize conference, develop a demonstration)	Environmental outputs describe the level of activity that will be provided over a period of time, including a description of the characteristics (e.g., timeliness) established as standards for the activity (e.g., number of publications produced or people trained)	Environmental outcomes describe the intended result of carrying out a program or activity. Shorter term action environmental outcomes might describe behavior changes achieved (e.g., increase in use Asthma Action plans, additional patients taking action to reduce asthma triggers)	Long-term health environmental outcomes are the ultimate health benefit of the project. Health environmental outcomes can not always be quantified by grantees, but are desirable when possible (e.g., decrease in asthma E.R. visits, increase in symptom-free days, decrease in lost school/work days due to IAQ problems)

Table 2 provides specific examples of project activities, environmental outputs, and environmental outcomes that may ultimately reduce exposure to indoor air pollutants and improve long-term health environmental outcomes and is not intended to limit or specify activities. The activities, environmental outputs, and environmental outcomes listed in this table provide ONLY A FEW EXAMPLES of the elements of demonstration, training, outreach, and education projects that address indoor air pollutants and that fall within the scope of this announcement. Applications are not in any way limited to these specific activities, and further, EPA encourages innovative applications that focus on multiple aspects of EPA’s IAQ priority areas.

Table 2. Sample Fundable Activities and Expected Results

IAQ Priority Areas	Expected Programmatic/ Environmentally Related Outputs	Expected Environmental Outcomes Intermediate and Long-term (End) Environmental Health Outcomes
<p>Asthma: Identify, develop and disseminate new or existing education and outreach products and services (e.g. training) targeted toward: a) asthma patients and caregivers that will encourage individuals to take action to reduce exposure to indoor environmental asthma triggers in homes, schools and/or childcare centers. b) Healthcare community (e.g., doctors, respiratory therapists, school nurses, lay health educators, case managers, and private and public health plans) that will support incorporation of environmental controls into standards of care.</p>	<ul style="list-style-type: none"> * Number of products and services developed and/or or disseminated * Number of children and low-income adults educated about indoor environmental asthma triggers and mitigation solutions * Number of child care providers and/or school personnel educated about indoor environmental asthma triggers and mitigation solutions * Number of people trained to educate others on how to reduce asthma triggers * Number of healthcare professionals educated about indoor environmental asthma triggers and mitigation solutions 	<ul style="list-style-type: none"> * Number of people demonstrating increased knowledge of indoor environmental asthma triggers and mitigation solutions * Number of healthcare professionals demonstrating knowledge of indoor environmental asthma triggers and mitigation solutions * Number of people with asthma reducing their exposure to their environmental asthma triggers in their homes, schools and/or childcare centers * Number of schools and/or childcare providers reducing environmental triggers * Number of people committed to not smoking around children * Number of people with asthma who have asthma action plans that include environmental triggers
<p>IAQ Tools for Schools: Identify, develop and disseminate new or existing education and outreach products and services in the form of training targeted toward school districts or groups of schools and or school personnel, that will lead to an increase in the number of schools with effective IAQ management practices and plans, based on, or consistent with, EPA's IAQ Tools for Schools Program.</p>	<ul style="list-style-type: none"> * Number of IAQ training events held with school personnel (superintendents, principals, school nurses, teachers and custodial and maintenance staff) * Collection and evaluation of checklists with summary of noticeable or potential problems identified in classrooms * Number of building walkthroughs conducted * Number of schools with effective IAQ management plans 	<ul style="list-style-type: none"> * Reduction in staff and student absenteeism * Reduction in the number of asthma attacks, allergic reactions and other IAQ related symptoms * Increase in student and teacher performance and productivity attributable to IAQ best practices. * Number of people with increased awareness on how to achieve and maintain a healthy indoor environment * Number of schools with improved indoor environments * Number of schools taking action to remediate the IAQ issues identified

II. AWARD INFORMATION

A. Amount of Funding Available

The total estimated amount of all awards under this RFA is approximately \$300,000 to \$500,000 for up to 4 years, depending on availability of funds, quality of proposals and performance. **For Fiscal Year 2010 (FY11), there is an estimated \$75,000 funding available under this competitive opportunity to eligible organizations.** Funding will be provided incrementally on an annual basis, subject to funding availability and performance acceptability. However, the number of awards and the dollar amount of each award will vary depending upon the Agency's resource availability, priorities, and quality of applications. There is no matching funds requirement for these agreements. Applications for funds in excess of \$50,000 total for any one year will not be reviewed. The suggested start date for the project is **October 1, 2010.**

B. Number of Awards

Region 2 anticipates awarding **up to 3** applications with a project period of up to 4 years, ranging from \$25,000- \$50,000 per year. Funding will be provided incrementally on an annual basis, subject to funding availability and performance acceptability. However, the number of awards and the dollar amount of each award will vary depending upon the Agency's resource availability, priorities, and quality of applications.

EPA reserves the right to reject all applications and make no awards under this announcement. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than 7 months after the original selection decisions.

C. Award Type

Funds will be awarded to successful applicants as grants.

D. Expected Budget and Project Period

The proposed project period for assistance agreements resulting from this competitive opportunity may be up to 4 years, with a separate budget and work plan for each year.

E. Partial Funding

EPA Region 2 will **not** partially fund any project under this announcement

F. Funding Restrictions

EPA will not fund any projects for repairing buildings; promoting tobacco cessation; and, sampling for molds. Moreover, these funds may not be used for "incentives," such as: T-shirts, pencils, toys, etc.

G. Miscellaneous

Funding may be used by grantees to acquire services or fund partnerships, provided the recipient follows procurement and sub-award or sub-grant procedures contained in 40 CFR Parts 30 or 31, as applicable. Successful applicants must formally compete for services and products, and conduct cost and price analyses as outlined in these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in the proposal package; however, a description of the consultant's or contractor's role should be included in the applicant's proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant does not relieve the applicant of its obligations to comply with competitive procurement requirements.

Sub-grants or sub-awards may be used to fund partnerships with non-profit organizations and governmental entities. Successful applicants cannot use sub-grants or sub-awards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products to carry out its grant project with the EPA. The nature of the transaction between the recipient and the sub-grantee must be consistent with the standards for distinguishing between vendor transactions and sub-recipient assistance under Subpart B Section .210 of [OMB Circular A-133](#), and the definitions of a sub-award" at 40 CFR 30.2(ff) or a sub-grant" at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions.

Successful applications must also demonstrate use of a competitive process for obtaining any necessary contracts for services and products and conduct cost and price analyses to the extent required by federal, state or local procurement requirements. All contracts and the purchase of supplies and equipment must be conducted in a manner providing free and open competition, to the maximum extent practicable. As such, applicants should refrain from mentioning specific technology producers in their application packages unless they are sole source provider.

III. ELIGIBILITY INFORMATION

A. Eligible Entities

Under this announcement, assistance is generally available to states, territories, local governments, Indian Tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, other public or private non-profit institutions that submit applications proposing projects with significant technical merit and relevance. Applicants must meet eligibility requirements, such as non-profit status, by the proposal due date to be considered for funding.

Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 **are not eligible to apply**. No recipient may use funds from the grant agreement for lobbying.

B. Cost Sharing or Matching

There is no statutory or regulatory match requirement under the Clean Air Section 103. However, under **Section V** of this announcement EPA will evaluate proposals based on a leveraging criterion.

Leveraging is generally when an applicant proposes to provide its own additional funds/resources or those from third party sources to support or complement the project they are awarded under the competition which are above and beyond the EPA grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the proposal. Leveraged funds and resources may take various forms as noted below.

--Voluntary cost share is a form of leveraging. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required. Applicants who propose to use a voluntary cost share **must** include the costs or contributions for the voluntary cost share in the project budget on the SF-424. If an applicant proposes a voluntary cost share, the following apply:

- A voluntary cost share is subject to the match provisions in the grant regulations (40 CFR 30.23 or 40 CFR 31.24, as applicable).
- A voluntary cost share may only be met with eligible and allowable costs.
- The recipient may not use other sources of federal funds to meet a voluntary cost share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant.
- The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget.

--Other leveraged funding/resources that are not identified as a voluntary cost share.

This form of leveraging may be met by funding from another federal grant, from an applicant's own resources, or resources from other third party sources. This form of leveraging should not be included in the budget or workplan and the costs need not be eligible and allowable project costs under the EPA assistance agreement. If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their proposals. If the proposed leveraging does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.

C. Threshold Eligibility

These are requirements that if not met by the time of application submission will result in elimination of the proposal from consideration for funding. Only applications from eligible entities (see above) that meet all the eligibility criteria will be evaluated against the ranking factors in **Section V** of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. a. Applications must substantially comply with the application submission instructions and requirements set forth in **Section IV** of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the application, pages in excess of the page limitation will not be reviewed.

b. In addition, applications must be postmarked by as specified in Section IV of this announcement on or before the application submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their application reaches the designated person/office specified in Section IV of the announcement by the submission deadline.

c. Applications postmarked after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling. For hard copy or e-mailed submissions, where Section IV requires application receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their application with **Ameesha Mehta-Sampath** as soon as possible after the submission deadline—failure to do so may result in your application not being reviewed.

2. All projects must occur in one or more of the following Region 2 states and/or territories: New Jersey, New York, Puerto Rico and/or the US Virgin Islands.

3. Proposed projects must support Goal 1.2 of EPA’s Strategic Plan 2011 to reduce human health risks of exposure to indoor air contaminants by improving indoor air in homes and schools by reducing risk, working with partners and through voluntary actions by the public.

4. Proposed projects must fit within EPA’s funding authority in section 103 of the Clean Air Act and not be used for the purposes of routine program implementation, implementation of routine environmental protection or restoration measures, meeting any legal mandate (such as federal, state or local regulations or settlement agreements), land acquisition, purchase of vehicles, or completion of work which was to have been completed under a prior grant or cooperative agreement.

5. Applications for school projects must either include a written commitment from the school district(s) (Administrator), individual schools, and any other organization or agency agreeing to participate in the project with the applicant, or provide an alternative commitment that will demonstrate the applicant’s ability to work with a large group of schools if the project targets schools across a wide geographic area that is not defined as a district.

6. Applications for funds in excess of \$50,000 total for any one year will not be reviewed. Applications for funds lower than \$25,000 total for any one year will not be reviewed.

7. Non-profit or not-for-profit organizations must include their letter of incorporation or other documentation demonstrating non-profit or not-for-profit status at time of submission.

8. With respect to asthma, only those activities that directly address environmental factors **(as stated in Section I.B. 1 and 2)** that may influence asthma onset or exacerbation are eligible for funding under this RFA.

9. Applicants may submit only one proposal under this RFA. If an applicant submits more than one, EPA will contact the applicant to determine which one will be considered for review.

D. Funding Restrictions and Requirements

EPA will not fund any projects for repairs or renovations of buildings. Proposed projects must also be consistent with the statutory restriction on funding which is limited to research, investigations, experiments, demonstrations, surveys and studies relating to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution. It is further limited to projects that seek to educate and train individuals relating to the causes, effects, extent, prevention and control of air pollution. EPA will also not fund any activities that constitute routine, traditional, or established practices, or a project that is simply intended to carry out a task, however worthy, rather than transfer information. Applicants are reminded that the term “demonstration” is narrowly construed by EPA as set forth above.

IV. APPLICATION AND SUBMISSION INFORMATION

A. How to Obtain Application Package

Applicants can download individual grant application forms from EPA’s Office of Grants and Debarment website at: <http://www.epa.gov/ogd/grants/how to apply..htm> .

To obtain a hard copy of materials, please send an email or written request to the Agency contact listed in **Section VII** of this announcement.

B. Mode of Application Submission

Applicants have the following options to submit their applications: 1) Hard copy of express delivery service to the specified EPA contact below, or 2) electronically through email to the specified EPA Contact below. **Applications will not be accepted via fax or standard 1st class mail delivery by U.S. Postal Service.** All applications must be prepared, and include the information, as described below in **Section IV. C. “Content of Application”** regardless of mode of transmission.

1. **Hard Copy Submission via Express Delivery (FedEx, UPS, DHL, USPS, etc.)** Please provide one original of the application package (including signed and completed SF 424 and SF 424A forms) to:

Ameesha Mehta-Sampath, M.PH.
Asthma Projects Coordinator
U.S EPA-Region II
Radiation and Indoor Air Branch
290 Broadway, 25th floor
N. Y., NY 10007

Hard Copy Application Submission Deadline

All hard copies of application packages must be postmarked by **5:00pm EST on May 10th, 2010.**

2. E-mail Submission

E-mail submissions must be submitted to mehta-sampath.ameesha@epa.gov, and received by the submission deadline stated in **Section IV.D** of this announcement. All required documents listed in **Section IV.C** of the announcement must be attached to the e-mail as separate Adobe PDF files (SF424, SF424A, and Proposal Narrative). Please note that if you choose to submit your materials via e-mail, you are accepting all risks attendant to email submission including server delays and transmission difficulties. Email submissions exceeding 15MB may experience transmission delays which may affect when they are received by EPA. For these size submissions, applicants should submit their application materials via hardcopy because if they are sent via email only they may be received late and not considered for funding. Applicants submitting their application materials through email should confirm receipt of the materials with Ameesha Mehta-Sampath as soon as possible after submission.

C. Content of Application Submission

All application submissions, regardless of mode of transmission, must contain completed and signed original grant application forms, as well as a Narrative Proposal, as described below.

Grant Application Forms. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424. The forms are available at <http://www.epa.gov/ogd/forms/forms.htm>

- Standard Form 424, *Application for Federal Assistance*
- Standard Form 424A, *Budget Information-Non-Construction Programs*
- Standard Form 424B, *Non-construction Programs*
- Standard Form LLL, *Pre-Award Disclosure of Lobbying Activities*
- EPA Form 4700-4, *Pre-Award Compliance Review Report for all Applicants Requesting Federal Financial Assistance*
- EPA Form 5700-54, *Key Contacts Form*
- Narrative Proposal (including sections 1-3 below)

1. Narrative Proposal (no more than 12 pages)

The Narrative Proposal cannot exceed a maximum of 12 pages, including the Summary Page. Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the 12 page limit. The document should be readable in PDF for Windows and consolidated into a single file and be prepared as stated below:

a. Cover Page

Include the following information:

- i. Project Title
- ii. Contact Information, including:

- a) Name of organization
- b) Contact person's name
- c) Mailing address (express mail address if different than mailing address)
- d) E-mail address
- e) Phone and fax numbers
- f) A statement that your organization has eligibility status (see Section III.A)

iii. Project Manager

Identify who will serve as the principal party responsible for accomplishing the activities outlined in the work plan, including phone number and email address.

iv. Total Project Cost

Specify total amount requested from EPA, as well as any resources or funding from any other source that may be contributing support.

v. Project Period

Provide anticipated beginning and ending dates. The project period for the grant under this announcement should be up to 4 years and it must start no sooner than October 1, 2010.

vi. A description of your organization and its mission.

b. Narrative Proposal

The Narrative Proposal (including **sections i-ii** below) cannot exceed a maximum of **12** single-spaced typewritten pages, including the Summary Page. Pages in excess of **12** will not be considered. Budget pages, resumes and letters of support can be submitted as attachments and are not included in the **12**-page limit.

i. Executive Summary

The Executive Summary is a stand-alone document, and should not exceed one (1) page, containing a summary of what is proposed and what you expect to accomplish regarding measuring or progress toward achieving project goals. Identify the priority area the project addresses and the measurable environmental results you expect to achieve; including potential human health and environmental benefits (See **Section I.C** for environmental results information)

ii. Narrative Work Plan

The Narrative Proposal should explicitly describe how the proposed project meets the guidelines established in **Sections I-III** of this announcement

(including threshold eligibility criteria in **Section III.C**) of this announcement, and must address each of the evaluation criteria set forth in Section V.

- a) Project Summary/Approach. The summary shall contain the following components: Provide a brief project description that describes the tasks and activities that will be conducted to accomplish the project objectives, and include the reason your proposal should receive funding support, e.g., targeting sensitive populations and/or environmental justice/underserved communities.*
- b) Explanation of project benefits to the public, and specifically the potential audience(s) served. Explain how you will be assured access to these potential audiences.
- c) Provide a timeline or schedule of anticipated target dates and milestones to achieve specific tasks and accomplishments during the budget and project period.
- d) Description of the associated work products to be developed.
- e) Please include a brief explanation of any partnerships or coalitions that may assist in this project. Due to limited resources, we encourage partnering with other organizations to assist with work on your proposed project. Please provide description of the roles of the applicant and partners, if any.
- f) Description of the applicant's organization and experience related to the proposed project.
- g) Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.
- h) Budget and estimated funding amounts for each work component/task. This section provides an opportunity for narrative description of the budget or aspects of the budget found in the SF-424A such as "other" and "contractual."
- i) If you have previously received funding for any EPA indoor air project, you should explain how the proposed project is different.

Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency.

iii) Environmental Results –Outputs and Outcomes

- a) Identify the specific **OUTPUTS** (activities or deliverables) that will be accomplished by the project during the project period (see

Section I.C), and how you plan to track and measure your progress in achieving them. Outputs may be quantitative or qualitative, but must be measurable during the funding period.

- b) Specify the quantitative or qualitative **OUTCOMES** of the project, which will include the type of measurement and how you will measure and evaluate the results of your project and how you plan to track and measure your progress in achieving them.

iv) Programmatic Capability and Past Performance

Submit a list of federally [and/or non-federally if applicable] funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

v) Leveraging

Applicants should demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources.

c. **Detailed Budget Narrative**

In addition to the SF 424A, please provide specified total costs of the project.

On the budget page(s) of the proposal, applicants **MUST** include a budget plan for multiple, a maximum of 4 years. Applications for funds in excess of \$50,000.00 total for any one year will not be reviewed. The suggested start date for the project is **October 1st, 2010**.

Provide a brief budget narrative containing the following categories:

- Personnel
- Fringe benefits
- Travel
- Equipment (materials that are greater than \$5,000 per piece)

- Supplies (materials that are less than \$5,000 per piece) EPA funds may only be used for environment (not medical) purposes. “Medical” includes clinical services and asthma supplies such as spacers, peak flow meters, nebulizers, etc. “Environmental” might include *appropriate* environmental mitigation supplies. Additionally, these funds may not be used for “incentives,” such as t-shirts, pencils, etc.
- Contractual
- Other/miscellaneous costs
- Total direct costs (sum of above costs)
- Indirect charges (a negotiated rate with a federal agency or calculated “actual” rate)
- Total Project Cost: Specify total cost of the project proposal (separately identify requested EPA funding and leveraged funds)

Please include a brief breakdown of costs such as salary and benefit rates, number of trips taken and cost per trip, etc. The budget page is not part of the eight (12) page limit.

“Scalability option” budget: If an attachment describing an alternate award amount and results is provided, include key changes in the project budget on that page.

Management Fees: When formulating budgets for applications/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

d. Attachments

These are not included in the 12-page limit.

- i. Resumes.** Provide resumes or curriculum vitae for project directors and any other key personnel.
- ii. Support Letters.** Provide letters of support from any major partners referenced in the project description. Specifically indicate how the supporting organization

will assist in the project.

iii. Past Performance & Programmatic Capability.

- iv. Alternative Project Funding Description:** If an alternative funding option (scalability) is being provided, applicants may provide one additional page, including key budget changes, to describe how this would affect work plan and results.

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the project.

D. Submission Dates and Times

The closing date and time for applications, regardless of mode of submission is **May 10, 2010 at 5:00 p.m., Eastern Standard Time(EST)**. All hard copies of full application packages must be received by **Ms. Ameesha Mehta-Sampath by May 10, 2010 at 5:00 p.m.** Electronic submissions must be addressed to mehta-sampath.ameesha@epa.gov and include, "Announcement title or #" – [name of applicant] in the subject line and must be received **by May 10th 2010, 5:00 p.m., EST**. Applications received after the closing date and time will not be reviewed or considered for funding.

E. Contracts and Subawards/Subgrants

1. Can funding be used for the applicant to make sub awards, acquire contract services, or fund partnerships?

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide sub grants or sub awards of financial assistance, which includes using sub awards or sub grants to fund partnerships, provided the recipient complies with applicable requirements for sub awards or sub grants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A-133 , and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

2. How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of the announcement?

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

- (i) an applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.
- (ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the application evaluation process unless the applicant complies with these requirements.

F. Confidential Business Information

It is recommended that confidential business information (“CBI”) **not** be included in your application. However, if CBI is included in your application, it will be handled in accordance with 40 CFR Part 2.203. Applicants must clearly indicate

which portion(s) of their proposal/application they are claiming as CBI. EPA will evaluate such claims in accordance with 40 CFR Part 2. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant which is otherwise required by 40 CFR Part 2.204(2) prior to disclosure. However, the agency considers competitive proposals/applications confidential and protected from disclosure prior to the completion of the competitive selection process.

G. Pre-application Assistance and Communication

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft applications, provide informal comments on draft applications, or provide advice to applicants on how to respond to ranking criteria.. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about the announcement.

V. APPLICATION REVIEW INFORMATION

A. Evaluation Criteria

Only eligible entities whose application(s) meet the threshold criteria in Section III of this announcement will be reviewed, evaluated and ranked by a selected panel of EPA reviewers based on the criteria set forth below. Applications that are best able to directly and explicitly address these criteria will have a greater likelihood of selection. Each application will be rated under a points system, with a total of 100 points possible.

Application Evaluation Criterion		
I. Project Goals and Objectives:		
1.	The extent to which proposed project goals and objectives align with the scope of work described in Section I.B, and EPAs Strategic Plan 2011 and indoor priority area goals described in Section I.C.	5
2.	The proposed project goals and objectives demonstrate the ability to achieve substantial measurable environmental outcomes and outputs (as described in Section I.C).	10
3	The extent to which the proposed project describes how the affected community is disproportionately impacted by environmental contaminants and risks, e.g., poor indoor air quality	5
4	The extent to which the proposed project describes how the affected community will benefit from the results of the project.	5

II. Narrative Work plan: Activities; Methods; Materials; and Timeline:		
1.	The narrative work plan sufficiently describes practical and feasible activities, methods, materials, and timelines that will be used to achieve each goal, objective, and measurable environmental outcomes	5
2.	The narrative work plan describes activities, methods, and materials that are appropriate for the designated target audience(s).	5
3.	The narrative work plan demonstrates the development and utilization of collaborations/partnerships to achieve the project's goals, objectives, and measurable environmental outcomes.	5
III. Organizational Past Performance and Programmatic Capability:		
	<p>Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's: (i) (5 pts) past performance in successfully completing and managing the assistance agreements identified in the narrative proposal as described in Section IV.C of the announcement, (ii) (5 pts) history of meeting the reporting requirements under the assistance agreements identified in the narrative proposal as described in Section IV.C of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not, (iii) (5 pts) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) (5 pts) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</p> <p>Information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these sub factors (items i and ii above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.</p>	20
IV. Project Cost-Effectiveness and Sustainability:		
1.	The proposed project addresses the number of	10

	children/families/individuals/healthcare professionals that will be reached with respect to the requested amount of funds, if the project successfully meets its goals, objectives, and environmental outcomes.	
2.	The proposed project demonstrates an approach to ensure that the intended audience will sustain their efforts to achieve measurable successes in meeting goals, objectives and environmental outcomes beyond the conclusion of the EPA assistance agreement.	10
V. Monitoring and Evaluating Environmental Results:		
1.	The proposed project specifies practical approaches to identify, measure, and evaluate programmatic outputs and environmental outcomes and identifies baseline(s) to measure them	10
VI. Budget:		
1.	Costs will be evaluated to determine their reasonableness in relation to the expected benefits of the application. The proposed project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes. The budget also provides an approximation of the percentage of the budget designated for each major activity.	5
VII. Leveraging Resources:		
1.	<p>Under this criterion, applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will compliment activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources.</p> <p>Any form of proposed leveraging that is evaluated under this factor must be included in the narrative proposal portion of the application and must describe how the applicant will obtain leveraged resources and what role EPA funding will play in the overall project.</p>	5

B. Other selection factors

Final funding decisions will be made by the EPA selecting official based on the rankings and preliminary recommendation of the EPA evaluation team. The EPA selecting official may also consider the following factors in making the final funding decisions:

- Geographic priority areas - EPA will attempt to make awards in various locations in the region to achieve the greatest risk reduction, especially in underserved/environmental justice communities.
- Project diversity - EPA will attempt to make awards in each program area described in **Section I.B.**

C. Review and Selection Process

A panel of EPA staff will review applications against the criteria above and rank the applications based on this evaluation. During the review of the applications, EPA may request clarification on submitted information. Applications that are inconsistent with program goals or that contain ineligible costs and activities will be rejected. The review panel will develop a ranking list and submit this to the EPA selecting official. Final selections will be made by the EPA selection official.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

Following evaluation of applications, all applicants will be notified regarding their status.

1. EPA anticipates notification to the successful applicant will be made via telephone, email or postal mail by May 25th, 2010. The notification will advise the applicant that its proposed project has been successfully evaluated and recommended for award. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance

This notification, which advises that the applicant's proposed project has been recommended for award, is not an authorization to begin performance. The award notice is signed by the EPA grants officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of recommendation.

2. EPA anticipates notification to unsuccessful applicant(s) will be made via email or postal mail by June 15th, 2010. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

B. Administrative and National Policy Requirement

A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:

http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.

Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards, resulting from this announcement. Applicants selected for funding may be required to provide a copy of their proposal to their [State Point of Contact](#) (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Proposal and not all states require such a review.

All costs incurred under this program must be allowable under the applicable OMB Cost Circulars. Copies of the circulars can be found at <http://www.whitehouse.gov/omb/circulars>. In accordance with the EPA policy and the OMB circular, any recipient of funding must agree not to use assistance funds for fund-raising, or political activities such as lobbying members of

Congress or lobbying for other federal grants, cooperative agreements, or contracts. EPA grant funds may only be used for the purposes set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

In certain circumstances costs incurred prior to the grant award may be eligible for reimbursement. However, this does not include any costs associated with responding to this solicitation or in finalizing the application package. If costs are incurred before the award, they are incurred at the applicant's or grantee's own risk.

C. DUNS Number

All applicants **are required** to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

D. Reporting Requirement

Quarterly progress reports and a detailed final report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and summary of expenditures are required. The final report shall be completed within 90 calendar days of the completion of the period of performance. The final report should include: summary of the project or activity, advances achieved and costs of the project or activity. In addition, the final report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere. The schedule for submission of quarterly reports will be established by EPA, after award.

E. Disputes Resolution Process

Assistant agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2006) located on the web at: <http://www.epa.gov/ogd/competition/resolution.htm>

F. Non-profit Administrative Capability

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

In addition, non-profit applicants who receive an award under this announcement will be required to have at least two of their employees complete the mandatory online training, "EPA

Grant Management Training for Non-Profit Applicants and Recipients." One person must be the project manager, or equivalent, for the assistance agreement. The other individual must be the person authorized to draw down funds for the assistance agreement. The training must be completed by both employees prior to the acceptance of the award. The course can be accessed at: <http://www.epa.gov/ogd/training/index.htm>

VII. AGENCY CONTACTS

For further information, contact:

U.S. Environmental Protection Agency
ATTN: Ameesha Mehta-Sampath, M.PH.
Asthma Projects Coordinator
U.S. EPA Region II, 25th floor
N.Y., NY 10007
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All questions or comments must be communicated in writing via postal mail, facsimile, or electronic mail to the contact person listed above. Questions and answers will be posted until the closing date of this announcement at the OAR Grants/Funding webpage: http://www.epa.gov/air/grants_funding.html.

VIII. OTHER INFORMATION

We encourage first time recipients of Federal funds to familiarize themselves with the regulations applicable to assistance agreements found in the Code of Federal Regulations (CFR) Title 40, Part 30 for non-profit organizations and institutions of higher education groups, and Part 31 for State and local government entities (see <http://www.epa.gov/docs/epacfr40/chapt-I.info/>). You may also obtain a copy of the CFR Title 40, Part 30 and Part 31 at your local U.S. Government Bookstore, or through the U.S. Government Printing Office.

The EPA Award Official is the only official that can bind the Agency to the expenditure of funds for selected projects resulting from this announcement.

